

# Cognitive Science REIMBURSEMENT FORM

NAME: \_\_\_\_\_

PERSONNEL NUMBER: \_\_\_\_\_

TO BE FILLED IN BY SUE/SARAH

TYPE OF REIMBURSEMENT:

**Check the box that applies**

(Travel [if travel, domestic or international] OR Non-Travel)

<input type="checkbox"/>	TRAVEL	<input type="checkbox"/>	Domestic	<input type="checkbox"/>	International
<input type="checkbox"/>	NON-TRAVEL				

PURPOSE OF EXPENSES INCURRED: \_\_\_\_\_

START DATE OF TRIP: \_\_\_\_\_

END DATE OF TRIP: \_\_\_\_\_

**USE Start Date ONLY FOR Non-Travel EXPENSE RECEIPT**

CURRENCY:

**Check the box that applies**

<input type="checkbox"/>	U.S. Dollars	<input type="checkbox"/>	OTHER
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Please list name of currency above

Currency conversion website: [OANDA.com](http://OANDA.com)

BUDGET TO BE CHARGED (in words): \_\_\_\_\_

**Important Policy Note: THE UNIVERSITY REQUIRES ORIGINAL, ITEMIZED RECEIPTS.**

**IF YOU ARE UNABLE TO OBTAIN THE ORIGINAL, ITEMIZED RECEIPT PLEASE COMPLETE / SUBMIT A MISSING AFFIDAVIT FORM.**

*For all grad student reimbursements: I have included a copy of written approval of this trip from my advisor/PI and the Travel Chair.*

(Total of each category here)

**MUST BE IN U.S. DOLLARS**

These lines are for receipt details. If you split an expense, provide name and cost distribution

AMOUNT

<b>carrier:</b> _____	<b>AIRFARE:</b>	
<b>carrier:</b> _____	<b>TRAIN:</b>	
<b>hotel chain:</b> _____	<b>LODGING:</b>	
Bus /Limo/Taxi = <b>GROUND TRANSPORTATION:</b>		
For mileage, provide copies of each route using any mapping service. Include start and end addresses plus miles traveled. Calculate the dollar value based on the IRS rate. <a href="https://www.irs.gov/tax-professionals/standard-mileage-rates">https://www.irs.gov/tax-professionals/standard-mileage-rates</a>		
	<b>MEALS:</b>	
	<b>OTHER:</b>	
<i>If you used a dept P-Card to pay a registration/submission fee... - record cost &amp; description under 'Other' - note 'paid via P-Card' - attach payment confirmation</i>		
<b>(For International Travel) PER DIEM:</b>		
Government website for International Per Diem rates <a href="http://aoprals.state.gov/content.asp?content_id=184&amp;menu_id=81">http://aoprals.state.gov/content.asp?content_id=184&amp;menu_id=81</a>		

**COMPLETE THIS SECTION FOR TRAVEL REIMBURSEMENTS ONLY.**

**TOTAL:**

Regarding my trip to \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_

Traveler's Signature \_\_\_\_\_

I attest that the trip is being/was taken for business purposes and that vacation is not a major consideration for the travel.

Traveler's Name (printed) \_\_\_\_\_

Date \_\_\_\_\_

received by \_\_\_\_\_ on \_\_\_\_\_

submitted by \_\_\_\_\_ on \_\_\_\_\_